

Interagency Committee for Outdoor Recreation

360/902-3000
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Salmon Recovery Funding Board

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STATE OF WASHINGTON

OFFICE OF THE INTERAGENCY COMMITTEE

1111 Washington Street SE
PO Box 40917
Olympia, WA 98504-0917

SECTION MANAGER, SALMON PROJECT SERVICES

Olympia, Washington

A Washington Management Service Recruitment

Location: Olympia, Washington

Salary: WMS Band 2, \$67,296-\$69,588, DOQ plus full benefits package.

Posting Date: December 20, 2006

Closing Date: January 22, 2007

AGENCY PROFILE:

The Office of the Interagency Committee ("OIAC") creates and enhances opportunities for outdoor recreation, helps protect the best of Washington's wild lands and species diversity, and contributes to the state's efforts to recover salmon from the brink of extinction. OIAC programs provide leadership, competitive grant funding, plans and studies, and coordination and technical assistance to state, local, and federal agencies, tribes, non-profit organizations, and others.

The OIAC provides administrative support, program management and policy development for five independent boards: the Interagency Committee for Outdoor Recreation (IAC); the Salmon Recovery Funding Board (SRFB); the Governor's Forum on Monitoring Salmon Recovery and Watershed Health; the Washington Biodiversity Council; and the Invasive Species Council.

Agency offices are located on the state capitol campus in Olympia, in the Natural Resources Building. Approximately forty employees serve in the agency, mainly related to delivery of grants programs and associated operations. Most classified staff are covered by a collective bargaining agreement. The grant programs administered by the agency are funded through multiple federal and state accounts, primarily in the state's biennial capital budget.

POSITION ROLE AND RESPONSIBILITIES:

POSITION OBJECTIVE:

This position supports the mission of the agency by providing section leadership and direction to the salmon recovery grant program. This program provides statewide funding and technical assistance to applicants seeking to implement salmon recovery projects, including protection and restoration projects.

Reporting to the Deputy Director, the section manager will plan, lead, organize, and control the work performed by the salmon section staff in support of grant programs administered and the Salmon Recovery Funding Board.

Key roles for this position include:

The significant responsibilities of this position are to:

- Operate effective grant application processes that efficiently accept, monitor, track, and guide applicants and projects seeking and using SRFB funding for salmon recovery projects.
- Conduct the grants evaluation process. Facilitate the selection and coordination of advisory committees, review panel members, and other evaluation teams.
- Formulate recommendations to the Deputy Director, Director, and then to SRFB, on project approval scenarios, alternatives and options.
- Ensure project agreements between the state of Washington and project sponsors are administered and managed in a manner that protects the integrity of the public investment and applicable fund source.
- Approve project and activity billings for payment.
- Track and manage billings, including progress toward reaching milestones and project completion deadlines.
- Integrate the policy concepts adopted in strategic and comprehensive planning documents with the operational requirements of grant program administration.
- Oversee the delivery of technical assistance to organizations and agencies that administer salmon recovery efforts.

QUALIFICATIONS/ATTRIBUTES:

The ideal candidate will be an excellent administrator and communicator who is able to handle multiple tasks, is creative, enjoys challenges and resolving problems, and can help sustain a positive, high-morale workplace. A college degree with major study in environmental studies, wildlife biology, natural resources, political science, economics, public administration, or closely allied field and at least 5 years experience in a supervisory or field office management position is required. A strong work ethic, a high level of integrity, and excellent people skills are vital.

We are most interested in applicants who meet or exceed the following criteria.

Knowledge of:

- Administration of the salmon recovery grants program.
- Salmon recovery projects and activities, including protection and restoration.
- Federal, state and local government planning, permitting and governing responsibilities pertaining to salmon recovery.
- Legislative, historical, and philosophical basis for salmon recovery activities.
- Management and leadership principles.
- Strategic and operational planning.
- Preparation, implementation, and monitoring of budget elements.

Skills to:

- Use effective decision-making, negotiation and problem solving processes and techniques.
- Organize and lead the Section to achieve goals and objectives, including establishing an effective work environment.
- Communicate effectively both verbally and in writing on policy issues to agency senior management, Salmon Recovery Funding Board (SRFB), citizens, elected officials, other agencies and the public.
- Assess and analyze policy questions or external issues for impact on business functions and/or statewide programs.
- Staff supervision and management, including recruiting, developing, evaluating, monitoring, and retaining staff.
- Recommend and attain objectives and goals, business practices, and new programs and procedures as directed by senior management; delegate responsibilities.
- Facilitate group and public processes.
- Ability to maintain progress toward long-term goals, while meeting short-term needs.
- Serve as team leader, or, member of small self-directed teams.

Do you meet or exceed the above criteria? Do you want to work for a small agency that has a distinctive and positive role in government and for the state? If you answered “yes” to these questions, you are encouraged to apply for this opportunity.

For more information about the agency: <http://www.iac.wa.gov/>

SELECTION PROCESS:

A limited number of qualified applicants will be invited for an oral interview. Candidates selected for further consideration will be required to sign releases of information. Reference checks may be conducted as part of the pre-employment selection process and are not a commitment of employment. Finalists may be scheduled for an additional interview(s).

The hiring authority reserves the right and may exercise the option to make a hiring decision at any time.

Please submit the following:

- A cover letter, not to exceed three pages, describing why you are interested in and qualified for the position.
- A resume listing names of employers, dates of employment, and degree(s) attained.
- Completion of the attached diversity profile data (voluntary). Information gathered will be used for statistical purposes only and will be kept confidential.
- References are not required at initial application; all finalists will be required to provide professional references when requested.

For consideration in the first round of review, a complete application packet **must be received** by 5:00 p.m., January 22, 2007, at the following address:

Interagency Committee for Outdoor Recreation
CONFIDENTIAL: SECTION MANAGER, SALMON PROJECT SERVICES
Attn: Tammy Owings
PO Box 40917
Olympia WA 98504-0917

You also may e-mail your packet to HR@iac.wa.gov. For more information, please call (360) 902-3000.

All letters and resumes will be screened and only those candidates with the most relevant work experience will be invited to an interview. Screening will begin January 23, 2007.